

ENCUMBRANCE REQUEST & VERIFICATION OF
BOARD OF PUBLIC WORKS (BPW) CONTRACTS

A/P use only
☐ Unencum
☐ Closed

91-0632256

(1) Requesting Organization

TO: Supervisor Accounts Payable	FROM: <u>MA. BRACKEN</u>	DATE: <u>NOV 21, 1988</u>
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BPW contract work (see attached Notice of Award) will be performed by:
Contractor: WILDER CONSTR. CO., INC Retainage: SEA FIRST
Address: 2006 N STATE ST. Address: _____
BELLINGHAM WA. 98225
Spec: 2928 BPW Number: 88-85
Project: UNDERGROUND TANKS - 1988 PROGRAM

(1) Org Unit: 823
(2) Budget Item: 104
(3) Element: 9076
(4) WO & Dash: 99019-08
(5) Dollar Amount: \$235,000.00
(6) Encumbrance Number: _____
(line 6 to be filled in by Accounts Payable)
(7) Request the contract be encumbered: Yes ☒ No _____
If no, explain: CONTRACT AMOUNT PLUS 9% ±
(8) Check here if change order: _____

(2) Accounts Payable

TO:	FROM: Supervisor Accounts Payable	DATE:
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The BPW contract has been:

(1) _____ Encumbered. See line 6 for appropriate encumbrance number(s). Future cost estimates should include the encumbrance number(s).
(2) _____ Left unencumbered per your request.
(3) _____ Change order encumbered.

(3) Information Copy

TO: Supervisor Cost Accounting	FROM: Supervisor Accounts Payable
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(1) _____ Copy the encumbrance number(s) on line 6 to the appropriate log sheet. The encumbrance numbers should be referenced on requests for payment.
(2) _____ This contract will not be encumbered at this time.

SCL 03997

REV 6/01/82 KEM

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